



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 4, 2005

**MEMORANDUM**

**TO:** State Board of Education

**FROM:** Kathleen N. Straus, President

**SUBJECT:** Discussion/Action Regarding Search for Superintendent of Public Instruction

The Board's subcommittee (Kathleen Straus, John Austin, Carolyn Curtin, and Reginald Turner) met with Governor Granholm this week to review the Skills and Qualifications document approved by the Board at its February 23, 2005, special meeting (Attachment A). The Governor is supportive of the document and no modifications are needed.

We also agreed on a proposed Procedure for Recruitment of Superintendent of Public Instruction (Attachment B). Also attached are a proposed Application Process (Attachment C), and a Sample Ad (Attachment D).

**STATE BOARD OF EDUCATION**

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**Michigan State Board of Education**  
**Skills and Qualifications**  
**Michigan Superintendent of Public Instruction**

In no particular order of importance, the Superintendent must

- Have a strong commitment to public education and a current understanding of educational policy and practice, and experience in an educational setting that equips him/her to address the issues facing public education in the state and the nation including a commitment to school accountability and the expectations for high achievement for all;
- Have an in depth understanding of the federal No Child Left Behind Act, as well as all federal and state legislation pertaining to education, including requirements, time lines, and impact on the state of Michigan;
- Be proactive and effective at the federal level on behalf of Michigan's students and schools;
- Have experience, success, and commitment to closing the achievement gap, and to advancing achievement at high priority schools, as evidenced in the Board's goal "Attain substantial and meaningful improvement in academic achievement for all students/children with primary emphasis on high priority schools and students";
- Communicate effectively the Board's goals and objectives to many different internal and external audiences;
- Share the Board's goal of improving educational achievement, including academic as well as critical, creative, and analytical thinking skills;
- Understand and agree with the premise of the State Board of Education—namely, that all children can learn at a high level—and must act on this premise;
- Understand and accept that one of the Department of Education's primary functions is to help school district administrators and teachers continually improve the quality of public education by adapting to diverse needs of students, parents, faculty, and the communities they serve;
- Have an understanding of early childhood education and believe that 0-5 education relates directly to how students perform in educational environments and beyond;



- Have ability to work effectively with the State Board of Education and the Governor, Legislature, and other departments of state government as a member of the Governor's Cabinet and as a state constitutional officer;
- Have a proven record of success in improving the performance and outcomes of educational systems and programs;
- Have the courage to take on tough issues and create new and innovative approaches;
- Have high respect for educators and support staff, and recognition for the on-going need for professional development for them;
- Be accessible to parents, administrators, teachers, local school board members, and other constituents;
- Have a demonstrated ability and record of basing programmatic and policy decisions on the analysis of excellent research and sound data; and
- Be able to lead and manage diverse internal and external constituencies representing different viewpoints and perspectives; be able to weave together different opinions, build on the existing programmatic and policy foundation, forge alliances, and adapt programs when necessary to serve the best interests of Michigan students.

## **EDUCATION AND EXPERIENCE REQUIRED**

- A combination of formal education, training, and experience that demonstrates expertise in leadership and management at a significant level of responsibility in a complex organization is required.
- An advanced degree and experience in the development and implementation of educational programs are required.
- Experience in the management of significant budgets, and in ensuring accountability in the use of financial resources.

Approved February 23, 2005

Michigan  
State Board of Education

**Procedure for Recruitment of  
Superintendent of Public Instruction**

1. Michigan Governor Jennifer Granholm and the Michigan State Board of Education have agreed on the criteria for the position of Superintendent of Public Instruction set forth in the attached document.
2. Persons interested in the Superintendent position may submit applications to the State Board of Education office on or before April 1, 2005.
3. All applications received will be shared with all Board members and Governor Granholm. Applicants who wish to remain confidential until the finalists are announced must indicate their desire in the cover letter accompanying their application.\*
4. Governor Granholm will forward candidate nominations to the Board's committee charged with facilitating the recruitment of the Superintendent.
5. Interested individuals and groups are invited to comment on Superintendent selection via the Board's website ([www.michigan.gov/mde](http://www.michigan.gov/mde)).
6. The Board's recruitment committee will assist the Board in determining which candidates the Board will interview.
7. The Board will interview finalists for the Superintendent position at an open meeting.

\* Consistent with Michigan's Open Meetings Act, applicants' names can and probably will be made public unless a request for confidentiality is made.



Michigan  
State Board of Education

**Application Process  
Superintendent of Public Instruction**

Individuals who are interested in the position are encouraged to send resumes and supporting information by April 1, 2005, to:

Mrs. Eileen Hamilton  
State Board Executive  
Michigan State Board of Education  
Post Office Box 30008  
Lansing, Michigan 48909  
Telephone: (517) 373-3902  
Facsimile: (517) 335-4575  
E-mail address: hamiltone@michigan.gov

Additional information regarding the position and selection process is available on the Michigan Department of Education web site: [www.michigan.gov/mde](http://www.michigan.gov/mde)

**Candidates who wish to have their interest in the position remain confidential until they are chosen as a final candidate must specify in the cover letter that accompanies their resume that their names not be made public until and unless they are chosen for interviews by the Board.**

If this request for confidentiality is not made, and consistent with Michigan's Open Meetings Act, applicants' names can and probably will be made public.

Michigan  
State Board of Education

**MICHIGAN SUPERINTENDENT  
OF PUBLIC INSTRUCTION**

The Michigan State Board of Education seeks an innovative and dynamic educator to manage, supervise, and lead the State Department of Education and promote the continual improvement of public education. The Superintendent implements policy established by the Board and Legislature, and is a major spokesperson, advocate, and liaison for education. Michigan public schools serve about 1.7 million students in 553 traditional school districts and 199 charter schools. The Department has a staff of nearly 300, a budget of over \$1 billion in state and federal funds, and administers over \$11.2 billion in state aid to local school districts. The deadline for application is April 1, 2005. Send resumes and letters of interest to: Eileen F. Hamilton, State Board Executive, Post Office Box 30008, Lansing, Michigan 48909, Phone: 517/373-3902, Fax: 517/335-4575, E-mail: [hamiltone@michigan.gov](mailto:hamiltone@michigan.gov), Web site: [michigan.gov/mde](http://michigan.gov/mde)

Suggested venues

Education Week  
NASBE  
CCSSO  
ECS  
Major Education Organizations  
Chronicle of Higher Education  
NCREL/Learning Point Associates  
Civil Service  
Others, as identified